

1-7783

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
 VIA : AD/OCD  
 FROM : Director of Training

DATE: 13 April 1951

SUBJECT: Library Facilities for Unclassified Training Group A.

1. There has been approved by I&SO and your own Office the formation of UNCLASSIFIED TRAINING GROUP A for the purpose of training provisionally cleared non-clerical personnel.

2. Training in Group A will be conducted at Alcott Hall, Potomac Park.

3. It is estimated that average attendance will be approximately seventy-five (75) students.

4. As an adjunct to this training a modest library is required. This requirement can be satisfied most effectively and most efficiently by establishment of a branch of the CIA Library, OCD.

5. [ ] CIA Librarian, has offered to provide all library service required by Office of Training and estimates that this may be accomplished by one full-time librarian on the basis of presently anticipated work-load.

6. It is requested that the T/O of the CIA Library, OCD, be increased by one position for the reasons outlined above.

[ ]  
 MATTHEW BAIRD

22 May 1951

*Approved - providing this particular position is absorbed within the new overall OCD request for new T/O and is within the total number of positions included in the 1952 budget.*

*Concur w/ Controller*

*Comptroller*

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